How to Organize the Self-Study and Developing a Calendar

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Engaging Department Faculty: Strategies for inclusive participation of Self Study

Developing your Calendar

Writing the Self Study: Begin with the Appendices

Developing Self Recommendations

Preparing the Five-year Plan
Developing a Calendar

- Hold a department retreat to plan the self study activities for the year
- Report is Due to your Dean and Associate Dean by May 11, 2018
- Due to the ALO by first week in June
- Work Backwards from due date
This year: The preparation year

- Gathering Data
- Writing the self study
- Developing a Five Year Plan
- Finding candidates for external reviewers
- This impacts and should involve ALL faculty members
Self Study preparation

- Establish working groups that will address different sections of the Self Study.

- Utilize existing standing committees (e.g., the curriculum committee addresses the curriculum section, the appropriate faculty committee addresses the faculty section, etc.).

- Develop a timeline for drafts to be finished.

- Establishing coordination and communication mechanisms.

- Complete a draft of the Self Study by/before early Spring Quarter.
  - The faculty can discuss it and reflect on the data with a view toward developing the self recommendations and core goals of the Five-Year Plan for the program(s).
## The 5–Year Plan

<table>
<thead>
<tr>
<th>Progress</th>
<th>Stage Element</th>
<th>DEVELOPED (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Internal Recommendations</strong></td>
<td>Recommendations and concerns identified in the PR self–study are partially addressed.</td>
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<tr>
<td></td>
<td><strong>Curricular Changes</strong></td>
<td>Specific curricular changes are discussed as they are affected by emerging developments using recent supporting data.</td>
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<td></td>
<td><strong>Student Factors (including SLOs)</strong></td>
<td>Some student factors based on trends are described. Preliminary planning in the areas of outreach, scheduling and student retention are documented.</td>
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<td><strong>Resources</strong></td>
<td>Preliminary analysis of adequacy of resources for 5–yr period. Needs are identified but not based on program priorities or data.</td>
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<td></td>
<td><strong>Action Plan and Timeline</strong></td>
<td>Preliminary action plan included. May include revised curriculum, timeline for task, person/committee. responsible, and cost).</td>
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</table>
Next Year: The review year

- External Review

- Internal review (Meetings, meetings, meetings, with you, the College Dean, and the committee meets most of all)
  - Committee review of self study and external reviewers report
  - Questions
  - Drafts of recommendations
  - Draft of the final summary report
The review year

- External reviewers selected by PRS prepare a review document that contains recommendations and commendations after visiting the Program, meeting with the Program faculty and students as well as College and University administrators.

- PRS examines both the self-study report and the external reviewers' report. PRS meets multiple times with program representative(s) and the College Dean(s) to forge the final summary report that contains commendations and recommendations (addressed to the program, College and University as appropriate).
Post review

- MOU is developed and signed by Provost, College Dean and Department Chair

- The Action Plan
  - Development
  - Execution

- Reporting
  - The annual report
After the Summary Report

- The Program Chair will meet with the College Dean to discuss the report and collaboratively develop an Action Plan to implement the recommendations in the report.

- The action plan has roots in the Five-Year Plan and reflects the recommendations of PRS and accreditation bodies (if any).

- The Action Plan will specify the goals and objectives for implementation before the next review and the steps to be taken by all participants to accomplish them.
Annual reports

- Will be due the first Friday in April... this AY, Friday, June 3, 2016.
- The annual report is important for several reasons.
  - It will be a piece of your next Self Study, both as an appendix and summarized in your assessment section.
  - It is an odometer reading on your progress in accomplishing the goals the program set in its action plan (are we there yet?).
Questions?